# Somerset Youth & Community Service

# Somerset Youth Club Benchmark Scheme

**Safe and Welcoming – 1. Programme**

The standards for ‘Safe and Welcoming – 1. Programme’ are:

1.1 The youth club is a clean, warm and young people friendly environment

1.2 The youth club feels welcoming to all young people

1.3 There is something for young people to do

1.4 Young people and adults respect each other

1.5 Equipment is safe and fit for purpose

Detailed below are the standards with the evidence requirements and any explanatory notes. *Please* make sure you read the notes – they’re helpful and should answer any questions!

|  |  |  |
| --- | --- | --- |
| **Standard 1.1** |  | **Evidence** |
|  |  |  |
| The youth club is a clean, warm and young people friendly environment |  | * Witness statements 1 & 3
* Witness statement 5
 |
|  |
| **Notes:** As judged by the young people and someone who works there. |

|  |  |  |
| --- | --- | --- |
| **Standard 1.2** |  | **Evidence** |
|  |  |  |
| The youth club feels welcoming to all young people |  | * Witness statements 1 & 3
* Witness statement 5
 |
|  |
| **Notes:** This includes new and existing members. |

Safe and Welcoming – 1. People cont.,

|  |  |  |
| --- | --- | --- |
| **Standard 1.3** |  | **Evidence** |
|  |  |  |
| There is something for young people to do |  | * Witness statement 1 & 3
* Witness statement 5
 |
|  |
| **Notes:** This may be playing games, taking part in activities, chatting to staff or just sitting around drinking coffee and talking to friends. |

|  |  |  |
| --- | --- | --- |
| **Standard 1.4** |  | **Evidence** |
|  |  |  |
| Young people and adults respect each other |  | * Witness statement 1 & 3
* Witness statement 5
 |
|  |
| **Notes:** There is a positive culture in the club that discourages any sort of bullying and values diversity. The young people and adults may disagree about things, but know this is OK. |

|  |  |  |
| --- | --- | --- |
| **Standard 1.5** |  | **Evidence** |
|  |  |  |
| Equipment is safe and fit for purpose |  | * Witness statement 2 & 4
* Witness statement 5
 |
|  |
| **Notes:** Equipment isn’t broken, is properly tested if necessary (e.g. PAT) and its use is supervised if needed |

# Somerset Youth & Community Service

# Somerset Youth Club Benchmark Scheme

**Safe and Welcoming – 2. People**

The standards for ‘Safe and Welcoming – 2. People’ are:

2.1 There are enough staff, paid or unpaid, to properly supervise the youth club

2.2 Staff are friendly and have good relationships with young people

2.3 There is a management group with people in the roles of chair, treasurer and secretary, as well as others

2.4 Enough young people attend the club to make it worthwhile running

2.5 There is support from adults in the community

2.6 At least one member of the organisation has DBS clearance and has done safeguarding training

Detailed below are the standards with the evidence requirements and any explanatory notes. *Please* make sure you read the notes – they’re helpful and should answer any questions!

|  |  |  |
| --- | --- | --- |
| **Standard 2.1** |  | **Evidence** |
|  |  |  |
| There are enough staff, paid or unpaid to properly supervise the youth club |  | * Witness statement 2 & 4
* Witness statement 5
 |
|  |
| **Notes:** This figure is locally determined. Young people and staff feel safe in the club |

|  |  |  |
| --- | --- | --- |
| **Standard 2.2** |  | **Evidence** |
|  |  |  |
| Staff are friendly and have good relationships with young people |  | * Witness statement 2 & 4
* Witness statement 5
 |
|  |
| **Notes:** Staff and young people like to talk to each other and spend time together |

Safe and Welcoming – 2. People cont.,

|  |  |  |
| --- | --- | --- |
| **Standard 2.3** |  | **Evidence** |
|  |  |  |
| There is a management group with people in the roles of chair, treasurer and secretary, as well as others |  | * Witness statement 5
* Witness statement 6
 |
|  |
| **Notes:** The membership of the group is a local choice and isn’t stipulated. |

|  |  |  |
| --- | --- | --- |
| **Standard 2.4** |  | **Evidence** |
|  |  |  |
| Enough young people attend the club to make it worthwhile running |  | * Witness statement 2 & 4
* Witness statement 5
* Witness statement 6
 |
|  |
| **Notes:** This number is locally determined. |

|  |  |  |
| --- | --- | --- |
| **Standard 2.5** |  | **Evidence** |
|  |  |  |
| There is support from adults in the community |  | * Witness statement 5
* Witness statement 6
 |
|  |
| **Notes:** This may be from local traders, councillors, the school, parents, volunteers or other local groups. |

|  |  |  |
| --- | --- | --- |
| **Standard 2.6** |  | **Evidence** |
|  |  |  |
| At least one member of the organisation has DBS clearance and has done safeguarding training |  | * Copy of DBS certificate
* Copy of CP training certificate
 |
|  |
| **Notes:** This may be staff (paid or unpaid) or a member of the managing group. |

# Somerset Youth & Community Service

# Somerset Youth Club Benchmark Scheme

**Safe and Welcoming – 3. Policies**

The standards for ‘Safe and Welcoming – 3. Policies’ are:

3.1 Adequate policies about health and safety, risk assessment, child protection, staff vetting, data protection, equalities & diversity and staff employment and management (if there are paid staff) are in place

3.2 Insurance policies covering public liability, employer’s liability, and buildings are in place, for all parties involved

3.3 Reasonable adjustments have been made to the building to improve the accessibility to people with disabilities

3.4 The management group has a governance document or constitution.

Detailed below are the standards with the evidence requirements and any explanatory notes. *Please* make sure you read the notes – they’re helpful and should answer any questions!

|  |  |  |
| --- | --- | --- |
| **Standard 3.1** |  | **Evidence** |
|  |  |  |
| The following policies are in place:* Health and safety
* Risk assessment
* Child protection
* Staff vetting
* Data protection policy
* Equalities and diversity policy
* Staff employment and management (only if there are paid staff)
 |  | A copy of the current * Health and safety policy
* Risk assessment policy
* Child protection policy
* Staff vetting policy
* Data protection policy
* Equalities and diversity policy
* Staff employment and management policy (only if there are paid staff)
 |
|  |
| **Notes:** The health and safety policy and risk assessment policy may be part of the same H&S document. The child protection and staff vetting policy may also form part of the safeguarding document. |

Safe and Welcoming – 3. Policies cont.,

|  |  |  |
| --- | --- | --- |
| **Standard 3.2** |  | **Evidence** |
|  |  |  |
| The following insurances are in place:* Your public liability\*
* Your employers’ liability\*
* Public liability insurance for the building you use (if renting building/space from another organisation)\*
* The public liability insurance of your youth work provider (if you use one)
* The employers’ liability insurance of your youth work provider (if you use one)
 |  | A copy of * Your public liability insurance certificate
* Your employers’ liability insurance certificate
* The public liability insurance certificate for the building (where necessary)
* Your youth work provider’s public liability insurance certificate (if you use one)
* Your youth work provider’s employers’ liability insurance (if you use one)
 |
|  |
| **Notes:** Some policies and information (for example, public liability insurance for a building) may be held by another body, but must exist and you must know about them.If using your own building, the public liability policy must cover the building. If you rent space or a whole building, a copy of the landlord’s public liability insurance for building users must be included\*If you use a provider and have your own volunteers, or if the management committee / local council / governing body run its own events (such as fundraising) both public and employers’ liability insurance are needed. |

|  |  |  |
| --- | --- | --- |
| **Standard 3.3** |  | **Evidence** |
|  |  |  |
| Reasonable adjustments have been made to the building to improve the accessibility to people with disabilities |  | Photos of premises with explanatory notes, including the toilet! |

|  |  |  |
| --- | --- | --- |
| **Standard 3.4** |  | **Evidence** |
|  |  |  |
| The managing group has a governing document / constitution |  | A copy of the governing document or constitution |

# Somerset Youth & Community Service

# Somerset Youth Club Benchmark Scheme

**Safe and Welcoming – 4. Procedures & Paperwork**

The standards for ‘Safe and Welcoming – 4. Procedures & paperwork’ are:

4.1 Appropriate risk assessments are in place and are reviewed annually

4.2 Accident and incident forms and procedures exist

4.3 Proper fire precautions are taken

4.4 Appropriate building checks / tests are carried out, including gas and electricity inspections,

4.5 A suitable first aid kit is available on site

4.6 Consent for club attendance is gained from parents / carers, and emergency contact details are known for club members

4.7 A signing in sheet is used for sessions

4.8 Documents containing young people and staff’s personal information are securely stored on site

4.9 Ground rules for behaviour are displayed and a banning and re-admittance procedure exists and is known by staff

4.10 The club has accounts and the managing group is updated

Detailed below are the standards with the evidence requirements and any explanatory notes. *Please* make sure you read the notes – they’re helpful and should answer any questions!

|  |  |  |
| --- | --- | --- |
| **Standard 4.1** |  | **Evidence** |
|  |  |  |
| Appropriate risk assessments are in place and are reviewed annually |  | Copy of risk assessments (inc fire & arson risk assessment). |

|  |  |  |
| --- | --- | --- |
| **Standard 4.2** |  | **Evidence** |
|  |  |  |
| Accident and incident forms and procedures exist |  | Copy of accident and incident forms |

Safe and Welcoming – 4. Procedures & paperwork

|  |  |  |
| --- | --- | --- |
| **Standard 4.3** |  | **Evidence** |
|  |  |  |
| Proper fire precautions are taken |  | Copy of:* Alarm servicing and call point monthly tests
* Fire extinguisher servicing
* Emergency lighting servicing & monthly tests
* Records of fire drills
* Evacuation procedures
 |

|  |  |  |
| --- | --- | --- |
| **Standard 4.4** |  | **Evidence** |
|  |  |  |
| Appropriate building checks / tests are carried out, including gas and electricity inspections |  | Copy of partially completed building checklist (showing monthly or sessional checks / tests) & certificates (electrical installation condition report, Gas Safety Certificate, oil / biomass service certificate, PAT testing) |

|  |  |  |
| --- | --- | --- |
| **Standard 4.5** |  | **Evidence** |
|  |  |  |
| A suitable first aid kit is available on site |  | * Witness statement 5
* Contents list
 |
|  |
| **Notes:** Consumable items must be ‘in date’. |

|  |  |  |
| --- | --- | --- |
| **Standard 4.6** |  | **Evidence** |
|  |  |  |
| Consent for club attendance is gained from parents / carers and emergency contact details are known for club members |  | * Copy of consent form
 |

Safe and Welcoming – 4. Procedures & paperwork cont.,

|  |  |  |
| --- | --- | --- |
| **Standard 4.7** |  | **Evidence** |
|  |  |  |
| A signing in sheet is used for sessions |  | * Copy of the signing in sheet
 |

|  |  |  |
| --- | --- | --- |
| **Standard 4.8** |  | **Evidence** |
|  |  |  |
| Documents containing young people and staff’s personal information are securely stored on site |  | * Witness statement 6
 |

|  |  |  |
| --- | --- | --- |
| **Standard 4.9** |  | **Evidence** |
|  |  |  |
| Ground rules for behaviour are displayed and a banning and re-admittance procedure exists and is understood by staff |  | * Copy of ground rules
* Copy of banning and re-admittance procedure
 |
|  |
| **Notes:** The banning and re-admittance procedure may form part of the ground rules document**.** |

|  |  |  |
| --- | --- | --- |
| **Standard 4.10** |  | **Evidence** |
|  |  |  |
| The club keeps accounts and the managing group is updated |  | * Copy of the accounts
 |
|  |
| **Notes:** These may, or may not, be externally audited. |